

MINUTES
Workforce Connection
Of Central New Mexico
Full Board Meeting
Monday, December 17, 2007
Mid-Region Council of Governments
809 Copper NW
Albuquerque, NM 87102
1:30 pm

Call to Order: 1:45 pm – Bob Davey

Roll Call - Determination of Quorum - by Patrick Newman

Present

- Yoshiro Akutagawa
- Ken Carson
- Robert Davey
- Chuck Gara
- Lois Johnson
- Rolando Klein
- Judy LeJeune
- Rita Logan
- Edna Lopez
- J.C. Lopez
- Mary Lee Martin
- Dawn Matson
- Kathy McCormick
- Virginia Murphy
- Claudette Riley
- Carol Sanchez
- John Sapien
- Mike Swisher

No Quorum Established

Excused

- William Alberti
- Doug Calderwood
- Keith Franklin
- Eva Gonzalez
- Timothy Hartzler
- Patricia Lincoln

- Anna Ortiz
- Norman Ration
- Jim Summers
- Dave Tixier

Absent

- Steve Anaya
- Jeff Armijo
- Patricia Chavez
- Rita Espinosa
- Randy Sanchez

(Due to lack of quorum, Agenda moved to Monthly Expenditure Report.)

Tab 2. Monthly Expenditure Report for October and November 2007 - by Jan Borchardt

- Jan Borchardt, MRCOG Finance Manager, explained the WIA monthly expenditure reports for the months ending October and November 2007.
- Year-to-date expenditures are at a 22% expenditure rate.

Questions and Comments Followed

(Quorum established and agenda moved back to Discussion Items.)

Bob Davey noted discussion that took place at the October 2007 WCCNM Full Board meeting regarding the status of the WIA Program successes.

DISCUSSION ITEMS

Tab 6. Success Stories – Introduction by Manuel Casias

- Mr. Casias presented information on the successes of the Business and Career Center and the kind of work that the WCCNM Board is facilitating.

Business Services-TriCore Reference Laboratories

- Mr. David Berkey of TriCore Laboratories and, Marcia Stevenson and Sharon Tenclay of UNM Continuing Education presented the successful collaboration of the phlebotomy program with WIA funding.
- A phlebotomy program was created which provided comprehensive training in the shortest amount of time.
- The course schedule is now offered as a public program for students to gain training, qualifications and the practice needed to become successful, with future plans to incorporate this program into the UNM-Valencia curriculum.
- Thirteen (13) apprentices were enrolled, with eleven (11) successfully completing the program, graduating and were offered permanent positions at TriCore Laboratories.
- Mr. Berkey thanked the Board, on behalf of TriCore, for their support with the phlebotomy program.

Youth Provider

- Ms. Concha Cordova of Youth Development, Inc. (YDI), introduced former youth participant Amanda Rubio
- Ms. Rubio presented background information on her experience with YDI and the WIA program.
- She noted her work experience and community college support through the WIA program and was able to get her tuition, transportation and childcare paid for.
- She has received two Associates Degrees from CNM, and has recently been accepted to the UNM School of Medicine.
- Ms. Rubio thanked the WCCNM, YDI and Donna Torres of YDI, for their help and support.

Questions and Comments Followed

(Agenda moved back to Approval of Agenda.)

Approval of Monday, December 17, 2007 Agenda

Motion: J.C. Lopez

Second: Judy LeJeune

No Discussion

Action: Passed unanimously by voice vote

Tab 1. Approval of Minutes, Full Board: October 15, 2007

Motion: J.C. Lopez

Second: Carol Sanchez

No Discussion

Action: Passed unanimously by voice vote

(Agenda moved back to Final Action Items.)

FINAL ACTION ITEMS

There were three action items to discuss and vote on – All were passed unanimously by voice vote.

Passed by voice vote

- Approval of WFCP-04-07, ITA Policy
- Approval of WFCP-05-07, WCCNM Budget Adjustment Request
- Approval of Administrative Entity/Fiscal Agent Contract

Tab 3: Approval of WFCP-04-07, ITA Policy - Background and Introduction by Judy LeJeune

- Judy LeJeune presented the suggested modifications made to the Individual Training Account (ITA) Policy.
- The Workforce Connection of Central New Mexico (WCCNM) has followed an established ITA policy that followed the parameters set forth by the State, and direction regarding demand occupations given by the Board.
- Policy regarding the issuance of ITAs ensures that the investment made in training services best serves the employer, individuals, and the economy of Central New Mexico, through meeting employer needs, skill preparation, and contributing to the economic vitality.
- Due to reductions in funding allocations and carry-in funds, the WCCNM Training and Service Provider Committee met to review and discuss appropriate changes to the ITA policy.
- The policy was presented at the WCCNM Executive Committee and approved as a request for consideration.
- Robert Desiderio, WCCNM Legal Counsel, noted the State's policy that members may not vote on any interest that will benefit them and recommended that members who have an interest do not vote.
- The revised ITA policy is a recommendation from the WCCNM Executive Committee.

No Discussion

Motion to approve: Mike Swisher

Second: Rolando Klein

No Discussion

Action: Passed unanimously by voice vote

Rita Logan abstained from voting

Tab 4: Approval of WFCP-05-07, WCCNM Budget Adjustment Request - Background and Introduction by Jan Borchardt

- Ms. Borchardt presented the PY07 Mid-Year Budget Adjustment Request (BAR).
- The BAR incorporates adjustments based on the actual PY06 carry-in funds, current expenditure levels and outstanding obligations.
- Ms. Borchardt noted that the BAR includes additional funding totaling six hundred fifty four thousand dollars (\$654,000) from 10% state supplemental, sale of lease, and from the NM Economic Development Department.
- The total amount of funds available for expenditures, including supplemental funding, is four million, eight hundred thirty, and eight hundred seventy-seven dollars (\$4,830,877).
- Staff is recommending approval of the WCCNM Budget Adjustment Request.
- Bob Davey reiterated his request that the Adult and Dislocated Services Provider and Administrative Entity provide a detailed report to the Board to outline and address continuing budget cuts.
- John Sapien urged staff and providers to examine various ideas to acquire funds to create a program that will create an infrastructure where income is generated.

Questions and Discussion Followed

Motion to approve: J.C. Lopez

Second: Rita Logan

No Discussion

Action: Passed unanimously by voice vote

Tab 5: Approval of Administrative Entity/Fiscal Agent Contract - Background and Introduction by Dewey Cave

- Mr. Cave presented the Administrative Entity/Fiscal Agent contract between the WCCNM and the Mid-Region Council of Governments.
- The government-to-government contract will end on June 30, 2009.
- The financial impact of the Administrative Entity/Fiscal Agent contract is four hundred seventy-five thousand dollars (\$475,000).
- Staff is recommending approval of the Administrative Entity/Fiscal Agent Contract.

No Discussion

Motion to approve: Mike Swisher

Second: Claudette Riley

No Discussion

Action: Passed unanimously by voice vote

(Agenda skipped to Tab 7.)

Tab 7. Service Provider Updates- by Patrick Newman

- Mr. Newman reported that at every Full Board meeting, at least two of the Business and Career Center Partners will provide updates as well as success stories.

SER Jobs for Progress, Inc.

- Mr. Alex Martinez, SER Jobs for Progress, Inc. Executive Director, introduced himself to the Board and emphasized the importance of accomplishing the workforce system partner integration.
- Mr. Martinez noted that the Adult/Dislocated Worker program is fully staffed in all counties and are involved in gathering information for a successful workforce program.
- Training for new staff continues to ensure services are consistent and skills are enhanced.
- Working relationships continue to develop with various institutions to ensure a non-duplicative business-driven system.
- Mr. Martinez presented the Northern Region's marketing materials and stated the importance of materials distribution for the Central Region.

Youth Development, Inc.

- Ms. Cordova presented updates of the youth program and stated that YDI is currently fully staffed in each county.
- There are a total of seven hundred and seventy-nine (779) caseload files, five hundred and fifty (550) of which are active, and two hundred and twenty-nine (229) in follow-up.
- The current caseload is approximately seven hundred and seventy (770) clients, with 55% in school and 45% out of school.
- YDI continues to do well with a consistent presence in schools and in rural areas.
- The ITA budget for the youth program is about half-way expended; 48% funds of which have been geared toward the targeted industries.

Questions and Comments Followed

Tab 8. WIA Status Updates - by Patrick Newman

- Mr. Newman introduced Ms. Deborah Wildenstein who is the state Workforce System's Specialist for the Central Region to provide extensive technical assistance and guidance from the Department of Workforce Solutions (DWS).
- Mr. Newman thanked DWS staff for their assistance with the transition of the new Adult/Dislocated Worker Service Provider.
- The signage of the Bernalillo Business and Career Center (BCC) is up and work continues with DWS and the General Services Department in identifying costs to renovate the BCC.
- The layout for the BCC was presented to the Board, complete with the Business Services Center.
- Mr. Cave thanked Mr. Newman for his efforts and continued work on renovations to the BCC.

Comments Followed

REPORTS

Administrative Reports – None.

Committee Reports

- **Youth Council** - by Mary Lee Martin
 - The next Youth Council is scheduled for January 10, 2008.

No Discussion
- **Performance and Monitoring** - by Virginia Murphy
 - Provider first quarter performance reports were reviewed.
 - Discussion took place on standardizing a reporting format and on negotiated performance measures.

No Discussion
- **Training and Services Provider** - by Judy LeJeune
 - The Committee met on November 26, 2007 to discuss revisions to the ITA policy.
 - The goals established by the Committee were outlined to the Board.
 - New members are welcome to join the Committee.

Questions and Comments Followed

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment** – None
- **Adjournment** – 3:36 pm

NOTES

Next Meeting:

Date: February 18, 2008

Time: 1:30 pm

Location: Mid-Region Council of Governments - Board Room